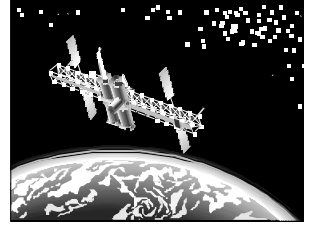




STATE HISTORICAL RECORDS ADVISORY BOARD FOR THE STATE OF IDAHO

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"The Mission of the Idaho State Historical Records Advisory Board is to be an advocate for the creation, preservation, dissemination and use of information that accurately chronicles the people and institutions of Idaho, both public and private."

Minutes of the Idaho Historical Records Advisory Board
July 12, 2002; 10:00 a.m.
Conference Room, Mountain Village Resort, Stanley, Idaho

Board members present: Babbitt, Bogstie, Darrington, Johnson, Ricketts, Schreiber, and Smylie. Meeting chaired by Rod House, Deputy State Historical Records Coordinator. Guests present: Steve Guerber, Director, Idaho State Historical Society; Ed Torgerson, Idaho Conference on History Education; Ruth Nice, Stanley Museum.

A copy of the minutes of the April 8, 2002 meeting has been posted on the web.

SHRAB members introduced themselves.

UPDATE ON STATUS OF NHPRC GRANT #99-003 - Status on grant presented by Rod House.

Steve Walker is not able to attend this meeting due to his attendance in Denver at the national Council of State Historical Records Coordinators Conference and due to a bicycle accident where he dislocated his shoulder. All vacancies are filled at this moment in the SHRAB, but there are some members whose terms expire in October.

Special thanks go to SHRAB member Byron Johnson, who facilitated the transfer of some of Idaho's earliest records to the State Archives. Byron at the last meeting volunteered to meet directly with some of the clerks in counties where access and preservation to early records was at risk.

UPDATE ON STATUS OF PRIORITY 1, OBJECTIVE 4 OF SHRAB STRATEGIC PLAN "Identify and preserve documentation from Idaho's territorial period."

Byron Johnson - Since Boise County was one of the earliest historic counties in the state and I live only a block from the court house and I am on very good terms with the clerk, Rora Canody I thought this would be a good place to start. Since I have been involved for over 25 years with the Idaho City Historical Foundation, I initially thought Rora and I could work in a cooperative way to preserve some of the earliest records which date back to 1863 and perhaps construct something in the basement of the courthouse or in a separate structure in Idaho City to care for the historic records.

Steve and Rod arrived in Idaho City about six weeks ago to pick up some more recent court records that were being transferred to the State Archives. While he was there Steve and I looked at several potential sites and accessed the options for proper storage of the historic records. After I realized the thousands of dollars it would cost in remodeling current structures or the [cost of] new construction of an adequate facility, I felt I had to be candid with Rora that I felt the best bet for Boise County was to take our historic records and store them at no cost to the county just 35 miles down the road in a secure, environmentally stable State Archives building that had fire protection and trained staff to make the records available.

I felt this was a good alternative for at least the time being, until such time the county could provide comparable protection and access to the historic materials. Evidently, Rora had already reached this same conclusion and was just waiting for me to realize it, at least that is how I interpreted the situation. Anyways, a number of bound volumes and files were transferred to the State Archives and I sleep better at night knowing that they are in a secure, protected environment. There was no fire detection and no sprinkler system for the historical records at the courthouse. These records especially were in jeopardy as they were stored in the basement and mildew was setting in.

With this success in Boise County at making sure our historic records will be preserved and available for the future, I'm going to take it a step at a time and set myself an agenda with other counties and move on methodically. I hope to meet with clerks at other counties and see if we can work out some arrangement to ensure that the historic records are properly preserved and made accessible to the public. I think that individual contact is more effective than a group meeting as there are so many individual circumstances and different ideas as to how the historic records should be handled.

Rod House - I am going to work with a group of volunteers starting in August that are going to take the 15 cubic feet of early territorial court records that are sort of arranged by year and index them for better access, so we are excited about that.

CONCERNS ABOUT PRIORITY 5 OF SHRAB STRATEGIC PLAN, "Improve the accessibility and preservation of historical records."

Denton Darrington - Byron, do you have a sense that the clerks you work with, have a good feeling that today's actions are tomorrow's history? When you do things with the end in sight you need to be aware of problems that will effect the historic preservation of records in the long run.

Byron Johnson - Well, in terms of current activity my truest sense is that most of the clerks I have dealt with, and I have dealt with almost all of them over the last 15 years, I feel that most of them are so deeply involved with every day's activities that it really is not feasible for them to have that long term view. I think that is something we [SHRAB] need to keep working on.

Carol Schreiber - New clerks are so busy learning about all the processes and records, keeping the office in order and then running for re-election in a couple of years, you don't have time to think about historical records. Most clerks are so busy doing current county business, that [consideration of] a record from 1924 is so far down in their priorities, that it is not even on the horizon. Power County has transferred records to the State Archives and has very good success with calling Rod or Steve with a question about an early record and having them get right back with an answer. They have told me that it would take them about 5 times longer to have to go down to the basement and try to find the record in question that to call the State Archives and get the information. That kind of feedback from one clerk gets around to other clerks. Not only are the records better protected, but you can get the information faster than if it was on site.

Rod House - State agencies, county and city governments are our customers. Steve Walker tells me to tell officials that we can pull a record they request in 30 minutes, but we place the highest priority on inter-governmental requests and I try to be back on the phone with the information within 15 minutes if there information is in good order. Now, of course, if the records are sent to us in an unorganized mess it will take longer. However, most agencies send the records to us in very good order, which we don't change. We can fax the information, send a certified copy by overnight express, or in a real emergency arrange to deliver the original court record to the judge or clerk.

CONCERNS ABOUT PRIORITY 4, "Plan for the adequate documentation of Idaho History."

Steve Smylie - I have a question concerning space at the State Archives. We have had such tremendous success in receiving records the past few years (if you build it, they will come) that it looks like already we are beginning to get squeezed on space in this gigantic building. There is no new building in the works for the foreseeable future. What is being done as far as culling the collection of material that is redundant, so that the records that truly need to be kept are being kept.

Rod House - Steve has put together a listing of permanent records that need to be kept for state agencies, counties, and cities on-line on the SHRAB website [<http://www2.state.id.us/ishs/SHRAB.html> or <http://idahohistory.net/SHRAB.html>] under the title Records of Enduring Value. We depend on the agencies that create the records to transfer only those permanent records to the State Archives. We have tried to do some identification of non-permanent records (on-site) in bits and pieces, but with limited staff there is only so much we can do. We generally accept the records sent to us, then if we find non-permanent records included, we give the agencies a call concerning those records that are legally past their retention. We ask if they want us to dispose of them and we've always been told "Yes." We do work on the material that is sent to the State Archives, but most of it does need to be kept permanently.

Steve Guerber - This will be the second year we have submitted a request for an addition on to that building, with the anticipation that have of that expansion would be for the archives and the other half for the Dept. of Administration's Records Center. The State Records Center currently leases storage at a rate that would pay for the construction in just a few years. But as you said, no buildings are getting built now. In conjunction with the Historical Society a new foundation has been created called the Foundation for Idaho History. I have suggested that some kind of statewide capital campaign for an addition on to the State Archives might be one of the things the foundation might do, particularly as every county and city in the state can benefit from the services it offers as far as for the storage of records. So we are looking at those kind of options. Every year since I've been there I have requested more archivist positions from JFAC (we now have three). We have gone from two to three archivists in a six year period, but we all know that we need many more than that to deal with these materials.

Rod House - I can't say enough good things about our volunteers. We depend on them to do much of the work on our early collections. They make an incredible difference in what we do. We try to do a Spring and Fall records pickup throughout the state. We get this material cataloged and on the shelf as soon as possible. Volunteers help us with the tremendous backlog of materials transferred from a number of other buildings these last three years. The State Archives building represents the first time all these materials collected the past 55 years have been brought together in one place. It takes time to identify smaller collections to process and index with volunteer help. We are making available to the public a tremendous amount of information that was not available to it before. We now have over 7,000 cubic feet of material identified in our database that could not be accessed before. This past year 75 tons of materials or 5,000 cubic feet of permanent records have been transferred to the State Archives. We are averaging about 5,000 cubic feet of material a year as government agencies are running out of room. Computers are doubling the amount of information just about every year and even though just a very small percentage of that is permanent, we are receiving a tremendous amount material. Most of our work is concentrated on taking care of the new material that comes in.

Duane Bogstie - At the State Record Center, I am almost finished with an in-house audit and I have identified an additional 3,000 cubic feet of material that has permanent retention and could be transferred to the State Archives, it is just a matter of convincing state agencies to transfer custody of the records. We lease three buildings now in storing mostly non-permanent records and could easily lease a fourth building, but that would place us over \$100,000 a year in lease payments. The addition onto the State Archives would meet our needs and it would be where all records would go to the same place to get sorted out.

Steve Guerber - It would end a lot of duplication, there would be shared loading docks and moving equipment, and would decrease confusion with state agencies as to what materials goes to State Archives and what goes to the records center. It would all go to the same place and sorted out there. One archivist working full time can process 200 - 300 cubic feet a year, so basically we have a need for 20 people or so just to properly take care of what comes in each year.

Rod House - What we do now is basically take the date range of every box and information the agency provides and put the box on the shelf and basic information on the computer. Most of the material is not processed to archival standards, but we do what we can to make the material available. We have placed the State Archives transfer form and instruction on-line at the SHRAB website and that has helped us in acquiring a lot of the very basic information we need to be able to pull a record in a short time. We are improving access, but need to do more for preservation.

Duane Bogstie - In addition, I have over 8,000 rolls of microfilmed records that need to be transferred to the State Archives. We currently film records for the Historical Society and other agencies as well provide other technologies for the storage of information. It makes sense to do things in conjunction with each other.

PRIORITY 1, OBJECTIVE 1, “Design, execute and facilitate effective public outreach programs” OF SHRAB STRATEGIC PLAN

Rod House - Included in the packet of materials passed out is the latest application to the NHPHC (National Historical Publication and Records Commission) for a grant next year, which was approved at the last meeting. The grant application met the June deadline and we will know whether we are funded for the educational component in November. The plan is for training sessions around the state and having speakers brought in for a two-day seminar teleconferenced around the state during Archives Week/Documentary Heritage Month next October. Also, there is a proposal from Troy Reeves, the Oral Historian at the Historical Society, to assist Steve Walker, as the State Coordinator, in providing historical records training as called for in our current grant. Steve has agreed in principal to the proposal but said it had to go before the SHRAB for approval. There is enough money in the current grant to pay for what would basically be food and lodging, plus the training workshops would coincide with records pickups and would give us another person to assist with that.

Questions arose from the board concerning the scope of the training, cost, and how this would meet the training outlined in the grant. The Oral Historian regularly gives presentations to historical societies, genealogical groups, and colleges and universities on preserving historical records and collecting oral histories. Steve Smylie made the motion that the request for Troy Reeves to assist Steve Walker in providing historical records training workshops be approved, seconded by Byron Johnson. The motion passed.

PRIORITY 1, OBJECTIVE 2, “ Develop and promote a special “Archives Week,” throughout Idaho Schools and communities” OF SHRAB STRATEGIC PLAN

Rod House - In conjunction with State Archives Week/Documentary Heritage Month this year, I have a couple of proposals. Our regular library workshops are starting to get into records preservation and that has been well received. Training the public on how to take care of their letters, photographs, business records, etc. as part of the fall workshop series would be a good way to tie into the various workshops offered by Steve Walker during that month. We thought we could ask workshop attendees to bring in an item and we will offer advice on how to best care for it, if it is a document that needs encapsulation, we will show you how to do it.

We also plan to offer some guided tours of the State Archives facility that is normally closed to the public during that month as well. There is another thing that is appealing to a lot of people, I have had original requests about veterans. In the past few years, we've worked with GAR (Grand Army of the Republic) records, soldier's home records, cemetery records, and newspaper obituaries. We have found that nearly 700 Civil War veterans, both Union and Confederate, moved to Idaho and died here. We are working towards getting a listing of the veterans with their brief biographies on our website. We have also indexed things like Mother's pension rolls, which provide great genealogical information, that we will put on the web. We hope to have a list of frequently asked questions by the public and agencies we serve about archives and archival materials, in addition to pictures of work carried on by the archives posted on a website as well.

Denton Darrington - This brings up a good point. Often we as the public, or even public officials do not know what records are historical or archival at home or in the office. What should we keep and what can we afford to throw away? Answers to questions like that would be helpful.

FURTHER CONCERNS EXPRESSED ABOUT PRIORITY 4, “Plan for the adequate documentation of Idaho History”

Duane Bogstie - Making people aware of historical information found only in electronic formats is important too. Many people do not consider digital photographs or e-mail as historical records, but they have the potential to be if special precautions are employed right away. Otherwise, they won't be able to read them 5 or 10 years from now. As few standards are in place now to access and preserve records for the future, so the recommendation is to print it off in hard copy and preserve it that way as there is no way currently for electronic records to be accessible in the future without constantly updating and migrating them or other media.

Pam Babbitt - The trouble with trying to maintain electronic records such as e-mail is that the metadata about the records is often not captured along with the record, so in a short time migration can be so costly as to be unaffordable. When systems have to be migrated every three to five years to new platforms and architecture, you have a horrible expense in trying to make

records accessible. At the Sheriff's office we recently we out to bid on a simple scanning system that would digitize accident reports to make them readily available to the public and the cost was about \$16,000. However, when I asked about the cost of migration and maintenance of this system, as we need to update and provide access to accident records for civil lawsuits that may take several years to settle, I was given a quote of \$40,000 per year, 2 ½ times the costs of the entire systems programming, installation and hardware. Needless to say, we decided to just make photocopies of the reports for the public instead.

Steve Guerber - The cost of maintaining records in electronic form is going to make Y2K look like a minor expense. The State of Idaho seems bent on doing everything in electronic form and when Steve Walker or Duane issue warnings about the need for standards and cost comparisons of maintaining things in paper or microfilm as to electronic, they are looked upon as "Nay-Sayers" that are clogging up the system from moving into the future. They would rather kill the messenger than listen to the message. Unfortunately, they are just the messengers whose message really needs to be listened to.

Virginia Ricketts - It is for those reasons I believe the SHRAB needs a County Commissioner and a member of a City Council on its board to carry this message to county and city officials around the state.

EXECUTIVE DIRECTOR OF IDAHO STATE HISTORICAL SOCIETY ADDRESSES SHRAB ON PRIORITY 2 "Work collaboratively to promote common goals."

Steve Guerber - If I may, I would like to clarify the connection between the Historical Society and the SHRAB and the State Archivist simply because I've been asked in the past just how the Historical Society fits in, in terms of support to the SHRAB. The SHRAB acts as an independent agent appointed by the Governor that conducts needs assessments identifying what the outside world feels that should be going on and keeps the agency informed of that, and understand that within the agency that tries to carry these things out. You publish reports periodically. You had one that came out last year that was sort of a state of the historic preservation report and I noticed it never anywhere in that report mentioned the Idaho State Historical Society. So, I thought I should mention that though the SHRAB is independent of the Historical Society, it does not function outside of the realm of the Historical Society, because you basically depend upon us for existence from the standpoint we are the state agency through which funds are processed. Your grants come through our agency. That is something that has to take place for the Legislature to authorize the receipt and spending of what are in essence state funds. From that standpoint you are very similar to the Historic Sites Review board under the State Historic Preservation Office we operate. It has an advisory role, it is appointed by the Governor, its funds are administered through the Historical Society and staff at the Historical Society are coordinators that work with Historic Sites review Board, just as Steve and other members of the staff, such as Rod, work with the SHRAB. The SHRAB is not mentioned anywhere in state statutes, you don't have rule-making authority or enforcement authorities. You really aren't authorized to receive and spend money without going through our agency. As a recommending body you don't employ (State Archivist) Steve Walker or any other employees. They work for the Historical Society.

Byron Johnson - Steve, if I might ask a question it light of those comments. What is the basis

then of gubernatorial appointments of members of SHRAB?

Steve Guerber - That comes from the national level and basically the national level recommends that the states have a SHRAB appointed by the governor. It basically says that you can go to them (the SHRAB) to get grants but there is nothing that is guaranteed even at the national level that sets up that system.

Byron Johnson - So is the gubernatorial appointment gratuitous and not founded in any statute?

Steve Guerber - No, at least not in any state statutes. There are national statutes and regulations set up on the SHRAB and what its purpose and goals are, but theoretically if the decision were made at the state level there is nothing that says there has to be a SHRAB. In fact, there was a SHRAB for a long time that wasn't functioning even though they came in and got the process going. So, I think it is important for me to point out that number one we needed SHRAB and it's critical to have a SHRAB to see the things going on that the SHRAB has going on and that is why you are functioning now. My approach is basically has been that Steve (Walker)'s job description makes him coordinator with the SHRAB, but that is not something written in the statutes. My philosophy basically is that Steve knows what needs to be done and he knows how to get things done and I've pretty much said "Go do it, Steve." In essence that is what has been the case. But there is a need at our level for activities beyond just going to the state to get permission to spend funds as well to provide the funding to keep Steve and other archivists working with the SHRAB on the state payroll so to speak. He has pretty much been given the ability to go out to do the work that needs to be done on behalf of the SHRAB. When you give him a guideline and say that you would like for him to give a presentation with the promotion of archival needs and those types of things, theoretically if I said, "you know I don't like what you are doing" [consequences implied]. It could happen because we are providing the funding through the agency. That has never been a problem and not one I certainly anticipate [being] the case.

EXECUTIVE DIRECTOR OF IDAHO STATE HISTORICAL SOCIETY ADDRESSES SHRAB ON PRIORITY 3, "Obtain the resources necessary to achieve the objectives of the historical records community."

Within the State of Idaho the person who is responsible for developing the procedures and those type of things that pertain to the management of state records is the Director of the State Department of Administration. That is written under Idaho Code and it was under that the task force to deal with the needs of records management was put together and the State Archivist was included as a member of that task force to hopefully provide input that we'd like to think they would listen to, but the issues may or may not have been in a lot of cases. Now, in some cases, in all honesty, I think that Steve (Walker) has been a real vocal critic of some of those guidelines, which has not endeared himself to the hearts of some people, but it has been more a kill the messenger rather than listen to the message kind of a situation. I see some of that [response] starting to shift -- they are starting to understand that there really is legitimacy to some of the concerns that Steve has expressed.

I also received from Steve at the behest of the SHRAB basically the creation GRAMPA

(Government Records Archival Maintenance and Preservation Account) fund concept. This was a proposal that in essence came in to say that we need funding to be able to deal with what the needs of historical records and historical records preservation in Idaho are. Steve put that proposal together two years ago and I ultimately incorporated that into a broader concept in an attempt to get an Idaho Historic Preservation Act possibly in the next session of the Legislature. As part of that I looked beyond strictly dealing with records to include artifacts, buildings, educational needs, and all those things we need to be doing from the standpoint that historic preservation needs kind of a shot in the arm to be able to become more successful in the future. I have never in the six years [I have been Director] have anyone in the Legislature or anywhere else say I don't think that preservation of our heritage isn't important. Unfortunately, the next sentence has been, "but there is just no money to do it." Well, if we are going to be successful, it is going to take funds to be able to do those things that have got to be done. We have to decide in Idaho whether we are going to make that commitment or if we are just going to live with the lip service saying it is important as long as we don't have to spend any money on it.

In the last six years we had been ratcheting up what was available [for preservation] and in one fell swoop lost virtually everything we had gained at that point in time. With the funding cut we received this year, along with everybody else, we lost twenty percent of what we had available in our general fund money. It had a horrendous impact on us. We have zero money to be able to do maintenance on our buildings, and certainly nothing additional is going on from the standpoint of the archives. We are eliminating publications we have done for a long time, we are [now] charging people to get into the museums that we have never had to charge [before.] This has had a drastic impact on us and more and more it has become apparent if we are really going to be able to fulfill the needs out there, we have to do something and that is where the Historic Preservation Act came about.

In that, we are looking at bringing in the GRAMPA concept along with having grant funds available to deal with the needs of historic buildings in the state and preservation of archives and support for historical societies and museums. Originally we talked about the possibility of a surcharge on anyone who files a tax paying at a certain amount. Right now anyone who files a tax form pays ten dollars into the permanent building fund and the thought was if we added to that we would have some money that would go into the preservation of buildings. There was mixed reaction to that, so we have been looking at fees and one of the things we don't have in Idaho is a fee like Kansas that charges one cent per one hundred dollars on real estate transactions for every real estate transaction that takes place for historic preservation. We have also looked at the possibility of the lottery which some states tap in to or if there are other fees out there that might be charged. The purpose would be to have one fund available for a lot of types of historic preservation programs. If we have a lot of beneficiaries of that fund such as historical societies and museums that want to preserve historic buildings, we think that we will have a broad based support group to work on the passage of the Historic Preservation Act and some kind of funding mechanism. Steve [Walker] had the concern that if you do that, [the small percentage of available] funding for historic records might get lost. His feeling was that historic records preservation was absolutely the most important thing in the state and therefore that is where you ought to be going.

I think we can always back-track to that point if we are not being successful with something on a

broader basis. What we are looking at is a dedicated fund so we don't get these swings we have had to deal with depending on money from the general fund. There would be some stability. We can do some long-term kinds of things we have been discussing from the standpoint of building preservation, of maybe doing a bond that could deal with a lot of the building needs a pay that off over a period of time with the funds that come into this dedicated fund. From the standpoint of what the possibilities are, from the standpoint of funds to be able to give grants out to the counties to bring somebody in to do the records work that needs to be done, to cover the cost of the acid-free boxes and those types of things, a creation of a fund like this would allow those types of funds to go out. It is a process in which we have already gotten preliminary support from the Association of Counties because they said "rather than us collect nickels and dimes from somebody every time they create records and have to track all of that, if we can just give one lump sum back to give to us [historical society], they would like that much better as opposed to having the money go into a fund to manage their historical records." So we are looking on a broad basis with this, we are looking at trying to have an impact on many areas of historic preservation and we are going to tell the story of what those needs are throughout the State of Idaho. Every county and a lot of the cities and communities have projects they would like to work on from the standpoint of historic preservation. This opens the possibility of doing grants on a matching basis that we might not otherwise have depending on funds we [currently] have available. So that is a look at what we are trying to do from the standpoint of that act. On a very preliminary basis, the Governor has indicated that he is interested in the concept and would like to see what we are going to do and his staff has said that the timing maybe be really good because 2003 [is the beginning of the Lewis and Clark Expedition Bicentennial and that is tied to the beginning of recorded history in the State of Idaho] when perhaps we could actually get him to come out and say something in the State of the State or at least be in support the Historic Preservation Act.

Denton Darrington - Is there an act out there upon which this is modeled?

Steve Guerber - There are acts that others have passed, I keep looking at Kansas (as it seems they [Kansas State historical Society] are doing a lot of the same types of things we are). Kay Manweiler, who is our attorney, and I have looked at a couple of the acts and once we get something together we will come to people like you and Representative Smylie to help fine tune it.

Bryon Johnson - Has Kay Manweiler looked at the form of the law that might be used for this proposed one-tenth of one percent?

Steve Guerber - Kay has not tied down the specific language to the bill until we say here is what we want you to look at. We can't seem to get our hands on any statistics as to how many mortgages are filed and how much revenue that would generate. If we are talking about a few hundred thousand dollars it is not going to be worth it because it will not have a substantial impact. [The County Clerk's past proposal] of three dollars per filing was at one point [estimated] at two million dollars that would come in annually. I had a couple of senators say to me, well we would know exactly where it is going and how much it would be per household for historic preservation support and they thought this is what we should look at rather than to try and hide it as a fee. We just don't know what the answer is and we are kind of fishing around to

determine what the best possibilities might be. There are 1,060 fees assessed within state government, so there are certainly a lot of possibilities where you might find something. If anyone has any ideas, please let us know as we want to come up with something specific and this [Historic Preservation Act] seems like it might the support to move forward.

Denton Darrington - I would like to see what would be in the bill exclusive of the funding.

Steve Guerber - We are looking at telling state government that they need to use the same notification procedures as far as projects that might have an impact on historic artifacts and locations that the federal government requires. We have had problems of not getting enough notification of buildings taken down, buildings renovated, sections of [historic Oregon] trail plowed under that could have been prevented if we had notification. So part of the act would include 30 day notification the State Historical Society.

Our approach on the Historic Preservation Act is that this is something that is going to enhance where we are now by providing dedicated funds. My anticipation is if we were to generate a couple of million dollars that we would look into a portion of that going in the form of a grant to the archival operations to be able to fund additional people to come in outside of general fund money and play catch up on 50 years of backlog that we have as well as being able to process those materials that we have continually coming in. That is how it is going to be done. I'm not going into JFAC and request funding for 10 more archival people to do the needed work, that is not going to happen, so this is the way it is going to have to happen. Within our agency, we have over a \$2 million backlog of maintenance needs on buildings that are as old as 1864 and with the cutbacks this year I have zero money out of the general fund for those buildings. I'm just talking about my agency, in Idaho there are buildings all over where people are trying to do historic preservation. Adams County courthouse, we are trying to preserve, in fact there are courthouses all over the state where people want to preserve those buildings and keep those buildings as opposed to saying "tear that old building down and put another one up." So, there is no doubt that there are a lot of needs, we can document all those kinds of needs, but the critical thing would be what is the dedicated funding source and how do we get it passed. In the six years I've been here, it has always been "we'd love to do it, but there is just no money for it." Well, at what point in time do we actually have the money. If there is not the commitment to put the money into it, it will never happen. The money is always there if you want to make a commitment to it. I guess the time has come as it is either put up or shut up to the state as to whether we preserve the heritage.

Pam Babbitt - I have one comment to make about that proposal [Historic Preservation Act] as opposed to the GRAMPA proposal. Those of us who have been managing records for a lot of years know that when it comes to records management's share of the budget it is a huge battle in competition with other budget items. Usually it is the "quick fixes" for records management issues that come out of the budget. We are in a real critical time frame in light of all the years the state has ignored the preservation of historical records. I fear that funds for historical records maintenance and preservation will be overshadowed by the \$2 million backlog for building maintenance.

Steve Guerber - Looking at it initially we contemplated two funds, the GRAMPA fund and the SHEEP (State Historic Education and Enhanced Preservation) fund for preservation and

education on buildings and historical artifacts. There is still a possibility that we can build into the act something that says we are going to guarantee that historic records get some portion or percentage of the Historic Preservation Act for electronic records migration.

FURTHER CONCERNS EXPRESSED ABOUT PRIORITY 5, “Improve the accessibility and preservation of historical records.”

Virginia Ricketts - Steve, you mention that some [ISHS] publications have been cut. What will this do to [ISHS] membership as a benefit as I know I don't recall receiving notice of this action.

Steve Guerber - Well, we have eliminated the physical printing of “Idaho Yesterdays” and “Time Line,” they now exist only in electronic form on our website. We are opening our upgraded internet site by the end of this month. I did write a couple of articles in “Mountain Light” that I was going to do this. As for membership, it only brings in \$60,000 a year and we estimated that the physical printing of “Idaho Yesterdays” cost \$45,000 a year. I have received critical letters from some long-term subscribers.

Byron Johnson - How is the archival copy being handled?

Steve Guerber - It will have to be printed out from the website.

Byron Johnson - Are typical public libraries going to be able to print off a copy to put on their shelves?

Steve Guerber - Probably not. We think in the long run it will increase the availability, but for some people it will be more inconvenient.

Denton Darrington - I'm going to miss it a lot because I'm not going to see it now [as I don't have internet access.] It is simple as that. I have used “Idaho Yesterdays” to find out things I didn't know about Cassia County and wasn't available anywhere else. That was really very useful.

Steve Guerber - Good. Go talk to your friends on JFAC (State Joint Finance-Appropriations Committee) and let them know that, O.K.

Bryon Johnson - Have you tested out what the download printing time is? Other publications that I know that have good to that format totally frustrates me by the amount of time it takes to download.

Steve Guerber - No, we haven't. But I'll be real honest, there are people on my own Board of Trustees that think we should have jettisoned IY a long time ago. It is the driest thing you can ever read. In fact, Ron Bush said, “If you put a couple IY's (Idaho Yesterday) under your arm during a flood, you would float high and dry.

Several SHRAB members disagreed with the assessment of IY and the fact that it will only be available in an electronic format. The meeting recessed for lunch.

PRIORITY 1, OBJECTIVE 3, “Support the use of historical records in schools.”

Ed Torgerson - I’m here as a representative of the Idaho Council for History Education. Last year this organization was formed and we put a conference on in Boise where over 300 teachers attended from across the state. It was a great success. This year we are calling our conference “an alternate year workshop” and are offering it on October 3rd and 4th, the days the state has mandated. The school district, the Idaho Council of Economic Education, the Idaho Law Related Educators, the Boise State Professors, and the Idaho Humanities Council are underwriting this. Some of the booksellers are going to be providing speakers and in-services to help put out new materials. The workshop is not just geared to Boise teachers. We are inviting people from all over the state to come to this. There is no charge, but we will be urging people to join the Idaho Council for History Education, the National Council, and Organization of American Historians. In addition they will receive a classy t-shirt and ball cap this year! There are a lot of good publications that come from these various organizations. Next year, we hope to be able to bring in a nationally recognized historian in to speak.

We have a number of strands in our conference, a human rights strand, an elementary history strand, an economic strand, a geography strand, and a law-related education strand so far. The Idaho Humanities Council is sharing the cost of actors and entertainers who will be putting on presentations for 3rd, 4th, and 5th grade teachers. The Idaho Humanities Council put out a document this year listing these people to be used in classrooms, so we wanted to get these people in one place and provide a preview of what is available and possible as far as making history education available in the State of Idaho. We want to build up elementary interest in history as the development of an appreciation of history really starts at that young age.

We are trying to arrange an afternoon function at some historic site in Boise from which we will arrange walking tours. So, those are some of the things we are doing and we just wanted to know how can our organizations help each other to help advance history education in the State of Idaho. Steve Walker has provided a handout on what other states are doing to provide teaching with original records in the classroom. These are projects that have been created through the auspices of the various State Archives. There are a lot of things we can do!

Rod House - Steve provided this information as an example of what we could easily accomplish here in Idaho in utilizing copies of archival materials in the classrooms. You can download lesson plans, images of documents, and practical suggestions of how to research using source materials. This is something we might be able to eventually put on our website to reinforce many of the issues Ed is talking about.

Ed Torgerson - These [provided] examples provide a good indication of what we can do. There is some education you can do at our workshop just to let people know what is available. That may be a starting point to get projects like this going. We have a lot of Idaho history such

as the Big Bill Haywood trial and the assassination of Gov. Steuenberg at the turn of the century that just doesn't make it into the text book. Our two groups may help to bring a better awareness of this situation to the public in an effort to improve the teaching of state history. There is no organized effort for the teaching of state history to the 8th or 9th grade. It depends largely on the willingness and work of individual teachers to make state history a part of their curriculum.

Discussion ensued on the impact of standards on the teaching of local and state history. Ruth Nice spoke on the Stanley Museum and local history.

FURTHER CONCERNS EXPRESSED ABOUT PRIORITY 4, "Plan for the adequate documentation of Idaho History"

Duane Bogstie - A number of years ago the State Dept. of Administration was given records management responsibility for all government records. Electronic records are simply the latest format in which records are created. To this day we really don't have good management of electronic records. I have 115 different agencies that I currently deal with on a regular basis. A few years ago software vendors were out selling software packages to government offices. Unfortunately, everybody bought different software that makes sharing information difficult. In the last five years, ITRMC (Information Technology Resources Management Council) has been trying to get everyone on three or four software packages that are compatible with each other rather than the multitude we have now that are not.

In addition to trying to get control over the amount of software, we need to get control over how electronic records are managed and maintained and that means establishing standards for how metadata is captured. For Records Management Software Applications the U.S. Dept. of Defense has established a standard (DoD 5015.2) that has become a national standard for metadata. I will be urging ITRMC to adopt the DoD standard for Idaho, so if state agencies buy software they must meet these national standards. We plan to look into a software called LaserFiche that meets these standards and is currently used by the cities of Meridian, Nampa, and McCall are already using. It seems to be a good inventory system and I have proposed that the Dept. of Administration take the first steps in creating a centralized electronic data warehouse for managing electronic records. We may initially have a bit of trouble convincing webmasters that they need to have records-keeping metadata organized by the agency records manager as web pages are records not just data. We Steve Walker and I go to agencies we often find that the records created electronically are not being managed, but just routinely turned over to IT (Information Technology) staff. Unfortunately, when software and hardware is upgraded, a lot of electronic records are being lost.

This is where I believe the State Archives and the State Record Center has to come together as one both for support, coordination, and effective management of an electronic data warehouse. We both need to manage electronic documents retention from the moment the document is created and need to maintain a electronic document warehouse from the standpoint of both security (in case of disaster), authenticity of records (through record-keeping metadata) and making sure the information is accessible for as long as it is needed. We need to be able to

provide a solution for agencies to manage their electronic records and this will be a pilot project for the state. DEQ (Dept. Of Environmental Quality), Real Estate Commission, Office of the State Board of Higher Education, and Idaho State Library have all expressed the desire to be able to share documents and information between agencies through a data warehouse. A lot of agencies simply do not know what to do with their electronic records. We need to help them. The Dept. of Administration has much of the hardware for a data warehouse [currently], it simply needs guidance on how on management and long-term access to archival records.

The role the State Archives can play is that archival electronic data can be stored in this warehouse. Software constantly changes and migration of data comes into question. Right now the only software I see that may provide a solution to long-term migration is LaserFiche. It is being used internationally and throughout the State of Idaho, meets DoD standards, and is migratable. Right now both the State Archives and the State Records Center manage records in paper formats, we need to assist agencies in managing records in electronic formats as well. I am hoping that a pilot project grant to the NHPRC will help Idaho begin this process.

Denton Darrington - Well, we can sit on our hands and do nothing or we can move ahead. Some point in time, we have to cross the threshold of managing records properly. In my view, this goes a long ways towards solving the problem of archiving electronic records correctly in perhaps an affordable process in a relatively small space.

Byron Johnson moved that the SHRAB support in concept the LaserFiche system that Duane described subject to his presentation at a subsequent board meeting prior to application for funding. Denton Darrington seconded. Motion passed unanimously. Members were handed a status report on SHRAB goals achieved and yet to be achieved for this year.

FURTHER CONCERNS ABOUT PRIORITY 1, OBJECTIVE 2, “ Develop and promote a special “Archives Week,” throughout Idaho Schools and communities”

Pam Babbitt - I have a question concerning Steve (Walker)’s efforts at trying to get October declared as Documentary Heritage Month. I find it odd that nobody in the Governor’s office has even replied.

Steve Smylie - It is not odd, I know I sometimes get a response the same day and other times I never get a response. It just depends if staffers bring something to his attention or let it get buried.

Rod House - Perhaps we should just go to the ISHS Board of Trustees and have them issue a proclamation.

Steve Smylie - I’m glad to have Ed here and I am hoping we can do some joint things with the with our October meeting. Maybe we can have some SHRAB members sit in on the presentations. Perhaps Steve Walker could do a presentation like he has been doing with his

traveling road show across the State. Perhaps [he could present] something on “How to preserve records.”

All agreed that a request for a proclamation for Documentary Heritage Month should be directed to the ISHS Board of Trustees at their next meeting.

The next meeting is October 3rd in Boise in conjunction with the Conference on Idaho History. Meeting site at the Basement Conference Room, Boise High School, 1010 West Washington Street, Boise.

The meeting adjourned at 3:30 pm.

Minutes taken from tape recording of the meeting.
Respectfully submitted by

Steve Walker
State Historical Records Coordinator